

2039 Forest Avenue  
Chico, CA 95928

## MEETING AGENDA

August 17, 2017  
2:00 p.m.

The Board of Directors welcomes and encourages public participation in the Board meetings. Members of the public may be heard on any items on the Directors' agenda. A person addressing the Directors will be limited to 5 minutes unless the Chairperson grants a longer period of time. Comments by members of the public on any item on the agenda will only be allowed during consideration of the item by the Directors. Members of the public desiring to be heard on matters under jurisdiction of the Directors, but not on the agenda, may address the Directors during agenda item 6.

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If you are disabled and need special assistance to participate in this meeting, please contact the Housing Authority office at 895-4474. Notification at least 48 hours prior to the meeting will enable Banyard Management to make reasonable arrangements.

NEXT RESOLUTION NO. 17-1B

## ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
  - 3.1 Minutes of Meeting on May 18, 2017.
  - 3.2 Banyard Management – Financial Report
  - 3.3 Chico Commons – HACB report
4. CORRESPONDENCE
5. REPORTS FROM PRESIDENT
  - 5.1 Banyard Management Budget – Adopt FY2018 Banyard budget.  

Recommendation:

Resolution No. 17-1B
6. MEETING OPEN FOR PUBLIC DISCUSSION

7. MATTERS CONTINUED FOR DISCUSSION
8. SPECIAL REPORTS
9. REPORTS FROM DIRECTORS
10. MATTERS INITIATED BY DIRECTORS
11. EXECUTIVE SESSION
12. DIRECTORS' CALENDAR

**Next meeting – November 16, 2017.**

13. ADJOURNMENT

**BANYARD MANAGEMENT**  
**Board of Directors Meeting**

2039 Forest Avenue  
Chico, CA 95928

**MEETING MINUTES**

May 18, 2017

President Mayer called the meeting of Banyard Management to order at 2:01 p.m.

1. ROLL CALL

Present for Directors: Kate Anderson, Patricia Besser, Roger Hart, Anne Jones and David Pittman.

Others Present: President Ed Mayer, Chief Financial Officer Sue Kemp, Secretary Marysol Perez, Larry Guanzon, Tamra Young, and Frankie Brown, resident of Walker Commons Apartments, Chico.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Director Anderson moved to accept the Consent Calendar as presented. Director Hart seconded the motion. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM PRESIDENT

None.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM BOARD MEMBERS

None.

10. MATTERS INITIATED BY BOARD MEMBERS

None.

11. EXECUTIVE SESSION

None.

12. DIRECTOR'S CALENDAR

Next Meeting – August 17, 2017.

13. ADJOURNMENT

Director Jones moved that the meeting be adjourned. Director Pittman seconded. The meeting was adjourned at 2:05 p.m.

Dated: May 18, 2016.

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Edward S. Mayer, President

ATTEST:

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Marysol Perez, Secretary

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**BANYARD MANAGEMENT**  
**BALANCE SHEET**  
**June 30, 2017**

\*\*\*\*\* A S S E T S \*\*\*\*\*

**Current Assets**

Cash - Unrestricted	191,653
<b>Total Current Assets</b>	<u><b>191,653</b></u>

**Other Assets**

Investment in Chico Commons, L.P.	365,530
<b>Total Other Assets</b>	<u><b>365,530</b></u>

<b>TOTAL ASSETS</b>	<u><u><b>557,183</b></u></u>
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\*\*\*\*\* L I A B I L I T I E S   A N D   E Q U I T Y \*\*\*\*\*

**Current Liabilities**

Accounts Payable	629
Accrued Liabilities - Other	0
<b>Total Current Liabilities</b>	<u><b>629</b></u>

<b>TOTAL LIABILITIES</b>	<u><b>629</b></u>
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**Equity**

Prior Year Equity Balance	562,204
Retained Earnings	-5,650
<b>Total Equity</b>	<u><b>556,554</b></u>

<b>TOTAL EQUITY</b>	<u><b>556,554</b></u>
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<b>TOTAL LIABILITIES AND EQUITY</b>	<u><u><b>557,183</b></u></u>
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# BANYARD-GEN. FUND INCOME STATEMENT

June 30, 2017

YTD %  
75.00

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
REVENUES							
Partnership Income	1,080	1,080	0	9,720	12,960	-3,240	75.00
Investment Income	11	15	-4	102	180	-78	56.55
<b>TOTAL REVENUES</b>	<b>1,091</b>	<b>1,095</b>	<b>-4</b>	<b>9,822</b>	<b>13,140</b>	<b>-3,318</b>	<b>74.75</b>
Audit Fee	62	75	-13	62	900	-838	6.89
Corporate Services	568	1,250	-682	5,645	15,000	-9,355	37.64
Consulting Fees	0	0	0	0	0	0	0.00
Legal Expenses	0	125	-125	0	1,500	-1,500	0.00
Misc. Administrative Costs	0	42	-42	25	500	-475	5.00
Outside Management Fees	1,080	1,080	0	9,720	12,960	-3,240	75.00
Partnership Losses	0	42	-42	0	500	-500	0.00
Taxes and Fees	0	2	-2	20	20	0	100.00
<b>TOTAL EXPENSES</b>	<b>1,710</b>	<b>2,615</b>	<b>-905</b>	<b>15,472</b>	<b>31,380</b>	<b>-15,908</b>	<b>49.31</b>
<b>RETAINED EARNINGS</b>	<b>-619</b>	<b>-1,520</b>	<b>901</b>	<b>-5,650</b>	<b>-18,240</b>	<b>12,590</b>	<b>30.98</b>

MEMO

Date: August 11, 2017

To: Board of Directors, Banyard Management

From: Larry Guanzon, HACB Housing Director

Subject: Status Report – Chico Commons Apartments

**Chico Commons Apartments, Chico** (72 units, LIHTC, Family, MGP, Banyard Management, PM: AWI) - The property has three (3) vacancies at this time.

AWI has settled in as new property manager, replacing US Residential as of the first of the year. They have exerted managerial control over the property and HACB is pleased with their performance as they've come up to speed.

We are transitioning to a no smoking property, with AWI property management leading the way. AWI operates the majority of their managed properties as non-smoking, and has experience converting multi-family properties from smoking to non-smoking.

Recently, we received complaints from adjacent property owner's property management companies that we (Chico Commons) have unsupervised children, causing havoc to neighboring complexes. The offending families have been identified - at least two families have been asked to vacate due to their unsupervised children's damage, vandalism, and threats to neighbors.

Another phase of siding replacements is scheduled for the Fall of 2017. The planning for landscape upgrades and ADA common area improvements, following the DAC-generated accessibility transition plan, has been moved to 2018.

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**CHICO COMMONS**  
**BALANCE SHEET**  
**June 30, 2017**

\*\*\*\*\* A S S E T S \*\*\*\*\*

**Current Assets**

Cash - Unrestricted	84,320
Cash - Tenant Security Deposits	39,584
Cash- Restricted Reserves	43,957
Investments - Unrestricted	15,001
Accounts Receivable - Misc.	7
Accounts Receivable - Tenants	11,507
Prepaid Expenses and Other Assets	4,385
<b>Total Current Assets</b>	<b>198,761</b>

**Fixed Assets**

Land	607,476
Buildings	5,319,474
Furniture and Equipment	175,661
Accumulated Depreciation	-3,221,834
<b>Total Fixed Assets</b>	<b>2,880,777</b>

**Other Assets**

Organizational Fees, Net of Amortization	83,958
<b>Total Other Assets</b>	<b>83,958</b>

**TOTAL ASSETS**

**3,163,497**

\*\*\*\*\* LIABILITIES AND EQUITY \*\*\*\*\*

**Current Liabilities**

Accounts Payable	1,765
Accrued Interest Payable - Current	26,751
Tenant Security Deposits	37,385
Prepaid Rent	3,056
Long Term Debt - Current	133,713
Accrued liabilities - Other	2,512
<b>Total Current Liabilities</b>	<b>205,181</b>

**Long-Term Liabilities**

Accrued Interest Payable - Net of Current	147,885
Long-Term Debt, Net of Current - Capital	677,506
Long-Term Debt, Net of Current - Operating	0
<b>Total Long-Term Liabilities</b>	<b>825,391</b>

**TOTAL LIABILITIES**

**1,030,572**

**Equity**

Partner's Equity	2,067,054
Retained Earnings	65,871
<b>Total Equity</b>	<b>2,132,925</b>

**TOTAL EQUITY**

**2,132,925**

**TOTAL LIABILITIES AND EQUITY**

**3,163,497**



# CHICO COMMONS INCOME STATEMENT

June 30, 2017

YTD %  
50.00

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
Potential Dwelling Rent	51,766	54,084	-2,318	312,629	649,008	-336,379	48.17
Vacancy Loss	-3,329	-2,704	-625	-14,676	-32,450	17,774	45.23
Rebates	0	0	0	0	0	0	0.00
Manager's Unit - moved to expense line	0	0	0	0	0	0	0.00
Net Dwelling Rent	48,437	51,380	-2,943	297,953	616,558	-318,605	48.33
Tenant Charges	773	1,040	-267	4,776	12,480	-7,704	38.27
Laundry Revenue	870	833	36	6,334	10,000	-3,666	63.34
Miscellaneous Income	0	0	0	0	0	0	0.00
Investment Income	1	17	-16	2	200	-198	1.15
<b>TOTAL REVENUES</b>	<b>50,080</b>	<b>53,270</b>	<b>-3,189</b>	<b>309,065</b>	<b>639,238</b>	<b>-330,173</b>	<b>48.35</b>
Advertising	0	83	-83	0	1,000	-1,000	0.00
Audit Fee	381	381	0	2,284	4,568	-2,284	50.00
Credit & Collection Expense	88	292	-204	418	3,500	-3,082	11.95
Franchise Tax Board	800	67	733	1,600	800	800	200.00
Insurance-Liability/Property	858	858	0	5,145	10,290	-5,145	50.00
Legal	1,681	167	1,514	1,681	2,000	-319	84.06
Management Fees	2,808	2,952	-144	16,848	35,424	-18,576	47.56
Misc. Administrative Costs	83	375	-292	455	4,500	-4,045	10.11
Office Supplies	290	150	140	2,786	1,800	986	154.77
Partnership Expense	1,080	1,080	0	6,480	12,960	-6,480	50.00
Property Taxes	628	628	0	3,768	7,535	-3,767	50.00
Resident Activities	-101	300	-401	139	3,600	-3,461	3.86
Telephone	325	120	205	1,340	1,440	-100	93.07
Training & Travel	0	100	-100	1,836	1,200	636	152.96
<b>Total Admin Costs</b>	<b>8,920</b>	<b>7,551</b>	<b>1,369</b>	<b>44,780</b>	<b>90,617</b>	<b>-45,837</b>	<b>49.42</b>
Site Maintenance: Salary	0	2,773	-2,773	2,538	33,280	-30,742	7.63
Site Manager: Salary & Free Rent	3,091	3,371	-280	17,456	40,452	-22,996	43.15
Payroll Taxes & Benefits	1,508	2,044	-535	6,367	24,527	-18,160	25.96
<b>Total Salary &amp; Benefits</b>	<b>4,599</b>	<b>8,188</b>	<b>-3,589</b>	<b>26,361</b>	<b>98,259</b>	<b>-71,898</b>	<b>26.83</b>
Electricity	954	667	287	4,422	8,000	-3,578	55.28
Gas	1,397	1,067	330	10,000	12,800	-2,800	78.13
Water & Sewer	3,005	3,208	-204	11,023	38,500	-27,477	28.63
<b>Total Utilities</b>	<b>5,355</b>	<b>4,942</b>	<b>413</b>	<b>25,446</b>	<b>59,300</b>	<b>-33,854</b>	<b>42.91</b>
Landscape Maintenance	760	1,513	-753	8,195	18,150	-9,955	45.15
Maintenance Materials	801	583	218	7,663	7,000	663	109.47
Trash Removal	400	400	0	2,375	4,800	-2,425	49.48
Other Maintenance Contracts	2,640	2,917	-277	10,105	35,000	-24,895	28.87
Unit Turnover Maintenance	0	0	0	0	0	0	0.00
<b>Total Maintenance Costs</b>	<b>4,601</b>	<b>5,413</b>	<b>-811</b>	<b>28,338</b>	<b>64,950</b>	<b>-36,612</b>	<b>43.63</b>
Capital Improvements (expensed)	8,155	3,333	4,822	15,315	40,000	-24,685	38.29
Depreciation & Amortization	11,163	11,292	-128	66,980	135,500	-68,520	49.43
Interest Expense-City of Chico	2,604	2,604	0	15,625	31,250	-15,625	50.00
Interest Expense-HACB	3,078	1,854	1,224	17,652	22,252	-4,600	79.33
Tenant Bad Debt	0	2,084	-2,084	2,697	25,011	-22,314	10.78
<b>Total Other Expenses</b>	<b>25,001</b>	<b>21,168</b>	<b>3,833</b>	<b>118,270</b>	<b>254,013</b>	<b>-135,743</b>	<b>46.56</b>
<b>TOTAL EXPENSES</b>	<b>48,477</b>	<b>47,262</b>	<b>1,215</b>	<b>243,194</b>	<b>567,139</b>	<b>-323,945</b>	<b>42.88</b>
<b>RETAINED EARNINGS</b>	<b>1,604</b>	<b>6,008</b>	<b>-4,404</b>	<b>65,871</b>	<b>72,099</b>	<b>-6,228</b>	<b>91.36</b>
+ Deprec & Amort	11,163	11,292	-128	66,980	135,500	-68,520	49.43
- Capital Improvements (capitalized)	0	-6,250	6,250	0	-75,000	75,000	0.00
- Debt Payments	-11,773	-11,143	-631	-58,459	-133,713	75,254	43.72
- Transfer to/from Reserves	-22,500	-3,750	-18,750	-15,000	-45,000	30,000	33.33
<b>NET CASH FLOW</b>	<b>-21,506</b>	<b>-3,843</b>	<b>-17,663</b>	<b>59,393</b>	<b>-46,114</b>	<b>105,507</b>	<b>-128.80</b>

Chico Commons  
For the Month Ended July 31, 2017  
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
<b>Rental Income</b>						
Gross Rents	\$ 52,095.00	\$ 54,084.00	\$ (1,989.00)	\$ 364,925.00	\$ 378,588.00	\$ (13,663.00)
Vacancies	(2,341.00)	(2,704.17)	363.17	(17,016.55)	(18,929.17)	1,912.62
Rent Adjustments	(10.59)	0.00	(10.59)	(211.70)	0.00	(211.70)
Manager's Unit	(771.00)	(771.00)	0.00	(5,397.00)	(5,397.00)	0.00
<b>Total Tenant Rent</b>	<b>\$ 48,972.41</b>	<b>\$ 50,608.83</b>	<b>\$ (1,636.42)</b>	<b>\$ 342,299.75</b>	<b>\$ 354,261.83</b>	<b>\$ (11,962.08)</b>
<b>Other Project Income:</b>						
Laundry Income	\$ 0.00	\$ 833.33	\$ (833.33)	\$ 6,334.34	\$ 5,833.33	\$ 501.01
Interest Income	0.00	16.67	(16.67)	0.00	116.67	(116.67)
Restricted Reserve Interest Income	.55	0.00	.55	1.25	0.00	1.25
Late Charges	249.62	0.00	249.62	1,346.24	0.00	1,346.24
Other Tenant Income	\$ 798.17	\$ 1,040.00	\$ (241.83)	\$ 4,068.76	\$ 7,280.00	\$ (3,211.24)
Miscellaneous Income	\$ 17.92	\$ 0.00	\$ 17.92	\$ 426.23	\$ 0.00	\$ 426.23
<b>Other Project Income</b>	<b>\$ 1,066.26</b>	<b>\$ 1,890.00</b>	<b>\$ (823.74)</b>	<b>\$ 12,176.82</b>	<b>\$ 13,230.00</b>	<b>\$ (1,053.18)</b>
<b>Total Project Income</b>	<b>\$ 50,038.67</b>	<b>\$ 52,498.83</b>	<b>\$ (2,460.16)</b>	<b>\$ 354,476.57</b>	<b>\$ 367,491.83</b>	<b>\$ (13,015.26)</b>
<b>Project Expenses:</b>						
Maint. & Oper. Exp. (Fr Page 2)	\$ 5,219.22	\$ 11,427.50	\$ (6,208.28)	\$ 49,174.21	\$ 79,992.50	\$ (30,818.29)
Utilities (From Pg 2)	7,375.20	5,341.68	2,033.52	35,195.96	37,391.68	(2,195.72)
Administrative (From Pg 2)	6,541.71	8,480.26	(1,938.55)	41,429.35	59,361.76	(17,932.41)
Taxes & Insurance (From Pg 2)	1,598.42	1,485.42	113.00	10,510.94	10,397.92	113.02
Other Taxes & Insurance (Fr Page 2)	1,872.61	2,180.58	(307.97)	9,839.62	15,264.08	(5,424.46)
Other Project Expenses	507.45	745.00	(237.55)	7,327.39	5,215.00	2,112.39
<b>Total O&amp;M Expenses</b>	<b>\$ 23,114.61</b>	<b>\$ 29,660.44</b>	<b>\$ (6,545.83)</b>	<b>\$ 153,477.47</b>	<b>\$ 207,622.94</b>	<b>\$ (54,145.47)</b>
<b>Mortgage &amp; Owner's Expense</b>						
Mortgage Payment	\$ 12,997.06	\$ 11,142.75	\$ 1,854.31	\$ 77,982.36	\$ 77,999.25	\$ (16.89)
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 18,229.18	\$ 18,229.17	\$ .01
Reporting / Partner Management F	1,080.00	1,080.00	0.00	7,560.00	7,560.00	0.00
Interest Expense - HACB	1,854.33	1,854.33	0.00	12,980.32	12,980.33	(.01)
Transfer - Reserves	2,500.00	2,500.00	0.00	17,500.00	17,500.00	0.00
<b>Total Mortgage &amp; Owner's Exp.</b>	<b>\$ 21,035.56</b>	<b>\$ 19,181.25</b>	<b>\$ 1,854.31</b>	<b>\$ 134,251.86</b>	<b>\$ 134,268.75</b>	<b>\$ (16.89)</b>
<b>Total Project Expenses</b>	<b>\$ 44,150.17</b>	<b>\$ 48,841.69</b>	<b>\$ (4,691.52)</b>	<b>\$ 287,729.33</b>	<b>\$ 341,891.69</b>	<b>\$ (54,162.36)</b>
<b>Net Profit (Loss)</b>	<b>\$ 5,888.50</b>	<b>\$ 3,657.14</b>	<b>\$ 2,231.36</b>	<b>\$ 66,747.24</b>	<b>\$ 25,600.14</b>	<b>\$ 41,147.10</b>

August 17, 2017

**MEMO**

To: Banyard Management Board of Directors

From: Sue Kemp, CFO 

Subject: FY 2018 Banyard Management Operating Budget

To follow is the fiscal year ending September 30, 2018 Proposed Operating Budget for Banyard Management.

Banyard contracts with the Housing Authority for the performance of its MGP duties as well as for Corporate Services related to the essential functions of the organization. The Outside Management Fees expense is a “pass-through” of MGP fees received from Chico Commons LP.

No Consulting Fees are projected for this coming year.

Please note that the budget shows a negative cash flow, however, Banyard receives cash distributions from Chico Commons, LP, which is not recognized as Revenue. Last year’s cash distribution was \$12,680.

The excess cash balance at the beginning of FY 2018 is estimated to be \$185,000.

If you have any questions, I will gladly answer them at the Board Meeting.

*Recommend adoption of Resolution 17-1B*

BANYARD MANAGEMENT

RESOLUTION NO. 17-1B

APPROVAL OF BANYARD MANAGEMENT OPERATING BUDGET FOR F/Y 2018

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WHEREAS, Banyard Management approves its Operating Budget on an annual basis; and

WHEREAS, Banyard Management is Managing General Partner of Chico Commons LP, itself owner of the Chico Commons Apartments multi-family affordable housing property, Chico, California; and

WHEREAS, the Board of Directors of BCAHDC has reviewed the Operating Budget as proposed and determined the budget to be in the best interest of Banyard Management;

THEREFORE, BE IT RESOLVED by the Board of Directors of Banyard Management, Managing General Partner of Chico Commons LP, owner of the Chico Commons Apartments, Chico, California, to hereby approve and adopt the Banyard Management Operating Budget for fiscal year 2018, extending from October 1, 2017 through September 30, 2018, such Operating Budget attached to and made a part of this Resolution No. 17-2B.

Dated: August 17, 2017.

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Edward S. Mayer, President

ATTEST:

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Marysol Perez, Secretary

**BANYARD MANAGEMENT**  
**PROPOSED OPERATING BUDGET**  
October 1, 2017 to September 30, 2018

	2018 Proposed Budget	2017 Approved Budget	2017 Estimated Actuals	2016 Audited Actuals	Variance 2017 Actual 2018 Budget	Notes
<b>Revenue</b>						
Investment income - unrestricted	180	180	180	888	0.0%	Money market account interest
Partnership Fees	12,960	12,960	12,960	12,960	0.0%	Chico Commons MGP Fee
<b>Total Revenue</b>	<b>13,140</b>	<b>13,140</b>	<b>13,140</b>	<b>13,848</b>	<b>0.0%</b>	
<b>Expenditures</b>						
Audit Fee	750	900	650	580	15.4%	
Corporate Services	15,000	15,000	12,000	11,072	25.0%	
Consulting Fees	0	0	0	0	0.0%	none planned
Legal Expenses	1,500	1,500	0	0	0.0%	placeholder
Misc. Admin. Expenses	500	500	0	25	0.0%	supplies, postage, bank fees
Outside Management Fees	12,960	12,960	12,960	12,960	0.0%	HACB - MGP Services
Partnership Losses	500	500	500	0	0.0%	Chico Commons
Taxes and Fees	0	20	20	0	0.0%	CA filing fees (odd years)
<b>Total Expenditures</b>	<b>31,210</b>	<b>31,380</b>	<b>26,130</b>	<b>24,637</b>	<b>19.4%</b>	
<b>Net Income</b>	<b>-18,070</b>	<b>-18,240</b>	<b>-12,990</b>	<b>-10,788</b>	<b>39.1%</b>	